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ABSTRACT

This self-instructional workbook provides information and exercises on library skills for undergraduate students at Pittsburg State University in Kansas. Lesson units cover: (1) a self-guided walking tour of the library; (2) checkout policies; (3) the Dewey Decimal classification system and book arrangement; (4) Library of Congress subject headings; (5) use of the card catalog; (6) use of encyclopedias; (7) use of dictionaries; (8) location of book reviews; (9) use of almanacs and other statistical sources; (10) location of biographical information; (11) use of atlases and gazetteers; (12) use of periodical indexes and location of periodicals; (13) use of the "New York Times Index"; (14) the contents of available pamphlet files; (15) use of the "Monthly Catalog of U.S. Government Publications" and location of government documents; (16) library special collections, which contain materials primarily dealing with Southeast Kansas; (17) special library services, including online reference searches and interlibrary loans; and (18) a search strategy for locating information. A flow chart for this search strategy and a map of the library are provided. Each unit also contains multiple-choice exercises which must be successfully completed as a requirement for a Composition 102 course. (ESR)

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LIBRARY SKILLS WORKBOOK

Pittsburg State University

by

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and

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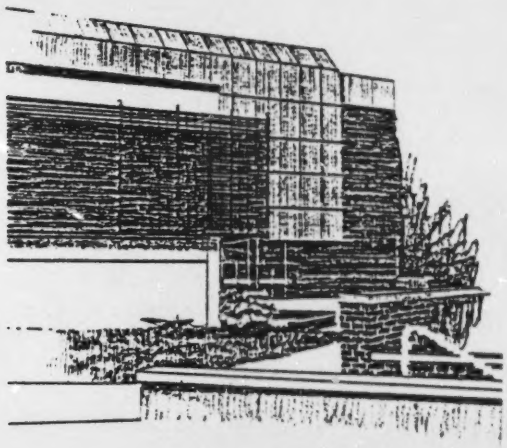

First Edition

Leonard H. Axe Library

Pittsburg State University

Pittsburg, Kansas

1982

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Ray L. Morrison

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IR050365

ACKNOWLDGEMENTS

We wish to express our appreciation to the following librarians who have authored a library skills workbook or provided the impetus for the production of this particular workbook for Pittsburg State University students.

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To Sherry Taylor, Stacy Docherty, and Kelly Phillips, our student assistants, for the hours of typing and organizing pages for this workbook.

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INSTRUCTIONS

Learning how to use the University Library is one of the most important skills you should acquire early in your college career. This workbook will provide you with the basic library skills needed for the various courses you will be taking at the university, particularly in preparing papers for your classes.

The successful completion of the exercises in this workbook is a requirement for the Composition 102 course. The workbook is not complete until you have answered all the questions correctly, regardless of the number of times an individual assignment may have to be redone. The only grade given will be "Complete" which will be forwarded to your instructor. Your instructor will give you the final date for completion of the workbook.

At this time flip through the workbook and note that the instruction sheets are white, the exercise sheets are blue, and the final answer sheet is yellow. Please do not tear the blue and yellow sheets from this workbook until you have completed all 100 questions contained in the exercises.

Before you begin UNIT 1 on the next page, please follow the instructions below:

1. Write your name, your instructor's last name, and the time your class meets on each blue exercise sheet, the yellow final answer sheet, and the outside corner of the workbook.

   EXAMPLE: Name_____
   Your instructor's name_____
   Time of class_____

2. Return now to UNIT 1. Read the section entitled "Your Mission"; then complete the exercise by filling in the blue sheets. When you have completed UNIT 1, proceed to UNIT 2, etc., until you have completed the 18 UNITS.

3. When you have completed the 18 UNITS, go to the yellow final answer sheet and follow the instructions on that sheet.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                             *
*  REMEMBER:  You may ask a librarian for assistance on the instructions      *
*             or the exercises.                                               *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

If for some reason a question can not be completed because of an error in the workbook or that the material is missing, please take your answer sheet to one of the librarians and have them put their initials next to the problem question.

Name_____
Your instructor's name_____
Time of class_____

UNIT 1—Walking Tour of the Library

Exercise 1

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To take a walking tour of Axe Library.  To learn the        *
*                 physical arrangement of the Library building.  To complete  *
*                 this self-guided tour on your own while circling the correct *
*                 letter (a, b, c, or d) to the left.                          *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

BEGIN THIS TOUR OUTSIDE THE MAIN DOORS TO THE LIBRARY BUILDING

FIRST FLOOR

(Numbers on the maps correspond to questions on the walking tour.)

1. LOBBY

Welcome to the Leonard H. Axe Library. A sign showing the hours the Library is open can be found outside between the entrance and exit doors to the Library. This is the only entrance to and exit from the building. Walk into the main lobby and look around. You will notice that when you leave the building, you will pass through our electronic security system. Library materials are sensitized and if not checked out properly at the circulation desk, they will set off an alarm and lock the exit gate. After you pass through the entrance gate, walk up the steps to the main floor of the Library.

What hours is the Library open on Saturdays? (Summer classes, please use hours listed in parentheses)

a. 7:45 a.m. - 11:00 p.m. (8:00 a.m. - 10:00 p.m.)

b. 9:00 a.m. - 5:00 p.m. (10:00 a.m. - 1:00 p.m.)

c. 10:00 a.m. - 6:00 p.m. (8:00 a.m. - 4:30 p.m.)

d. Noon - 5:00 p.m. (Noon - 9:00 p.m.)

---

2. CIRCULATION DESK

As you enter the door on the main floor, you will notice a long desk in front of you. This is where you check out and return materials, and pay fines for overdue materials. Cassettes, cassette players, and portable microfiche readers are also obtained at this desk.

According to the sign above the circulation desk, what is the fine for an overdue magazine for the first hour?

a. 25 cents

b. 10 cents

c. 15 cents

d. 20 cents

---

3. RESERVE COLLECTION

To the right of the circulation desk is the Reserve area. Go through the turnstile marked "entrance" to gain access to this collection. Your instructors have placed special assigned readings "on reserve" which can be found on the shelves above their names. These materials can be checked out for a limited period of time at the desk next to the exit turnstile.

What two ways are books indexed in the Reserve collection? (Hint: There is a card file with this information on the desk next to where you check out reserve materials!)

a. Author and instructor

b. Call number and title

c. Instructor and course number

d. Author and subject area

---

4. BROWSING AREA

Between the copy machine and the large windows which overlook the football stadium is the browsing area where new books are placed for several weeks. These can be checked out at the Circulation Desk. A collection of phonodiscs and turntables to play them on are also located in this area.

What item can NOT be found in the browsing area?

a. New books

b. Chairs

c. Phonodiscs

d. Typewriter

---

5. CARD CATALOG

From the browsing area, follow the circulation desk past the elevator to the hallway to the right of the Reference desks. In this area is the card catalog which indexes all books and most other materials owned by Axe Library. There are several signs above the card catalog which describe how to use this valuable tool.

What do you find above the card catalog, besides informational signs?

a. Art objects

b. Plants

c. Goldfish

d. Books

---

6. REFERENCE LIBRARIANS

Backtracking a few steps, you will come to one of the most important library services, the Reference Librarians. Note that librarians are available most hours the library is open to help you locate information. Never feel embarrassed about asking them questions when in the Library.

What evening hours are the librarians available at the reference desk?

a. 6:00 - 9:00 p.m.

b. 7:00 - 10:00 p.m.

c. 5:00 - 8:00 p.m.

d. 6:00 - 11:00 p.m.

---

7. ATLASES

Walk past the reference desks and look for the large cases to your left where several important atlases are housed. These maps cover a variety of subjects.

How many shelves are there on each of the three wooden atlas cases?

a. 4
c. 2
b. 6
d. 8

---

8. REFERENCE AREA

Across from the atlases is a series of book shelves housing the Reference collection. This collection contains encyclopedias, dictionaries, almanacs, biographical sources, and research guides on a variety of subjects.

What capital letter can be found above the call number of all reference books?

a. X
c. K
b. F
d. R

---

9. COPY MACHINE

Across from the reference area is one of several copy machines found throughout the Library. Copy machines can be found on the main floor, in the basement, and on the third floor. Because a number of items cannot leave the library, you may want to make a photocopy of materials for your research.

How much does it cost to make a copy with one of the copy machines?

a. 5 cents
c. 10 cents
b. 20 cents
d. 15 cents

---

10. TELEPHONE AND CITY DIRECTORIES

At the beginning of the reference collection near the Reference desk are telephone directories for most cities and towns in Kansas, as well as major U.S. cities. The directories are arranged in alphabetical order by state, then city within state. There are also city directories listed in alphabetical order for the larger Kansas cities.

Of the following cities, for what city do you not find a telephone directory in the Axe Library?

a. Lincoln, Nebraska
b. Sacramento, California
c. Oahu, Hawaii
d. Atlanta, Georgia

---

11. SPECIAL SERVICES

While facing the telephone directories, turn to your right and you will notice the Special Services area. This is where computerized searches and interlibrary loans are obtained. For a minimal cost, a bibliography can be printed on your topic from one of 130 different computer data bases. Also, if you need material not available in Axe Library, it can be obtained from other libraries throughout interlibrary loan. Make use of both services for your research topics.

What are the two colors used for interlibrary loan forms?

a. Yellow and red
b. Blue and green
c. Red and white
d. Green and yellow

---

12. RESOURCES IN EDUCATION (ERIC)

To the left of the Interlibrary Loans desk on the first set of index tables are the Resources in Education, which are indexes and abstracts to the ERIC microfiche collection. Numerous books, articles, and reports in the educational field are indexed here. Once you find the item you wish to read, go to the microfiche area and locate the appropriate ERIC microfiche.

What is the title of Resources in Education, prior to 1974?

a. References in Education
b. Education Sources
c. Research in Education
d. Eric Documents

---

13. PERIODICAL INDEXES

On the index tables near Resources in Education can be found periodicals indexes and abstracts. These indexes provide citations to periodical articles by author name, article title, and one or more subject headings.

Which orange sign is NOT listed on top of the index tables?

a. Applied Science and Technology Index

b. Reader's Guide

c. Psychological Abstracts

d. Nursing

---

14. LINEDEX

Across from the Periodicals Librarian's desk are the Linedex Files listing all of the periodicals owned by the Library. At this time there are over 1,600 periodical titles in Axe Library. The Linedex lists the dates, location, and formats (bound, microfilm, microcard, and microfiche) for the periodicals.

How are the periodicals listed in the Linedex file?

a. By subject

b. By volume number

c. By call number

d. Alphabetically by title

---

15. CURRENT PERIODICALS

The current periodicals are located on the display shelves next to the Linedex File. The most recent issue of a title is on the display shelf. Older unbound issues are located directly beneath the display shelf.

Which of the following two periodical titles can you find on our current periodical shelves?

a. Soil Conservation and Consumer's Report

b. Sports Illustrated and Runner's World

c. New Mexico Quarterly and Library Journal

d. Track and Field News and London Magazine

---

16. NEWSPAPERS

In the far corner of the Periodicals area, on your left, next to the window, you will see racks which contain the most recent issues of newspapers, both local and national. The shelves to your right contain the back issues.

Which two newspapers will you find on the newspaper racks?

a. Los Angeles Examiner and Washington Post

b. New York Times and Stillwater Free-Press

c. Baxter Springs Citizen and Joplin Globe

d. Morning Sun and San Francisco Chronicle

---

17. NEW YORK TIMES

Retrace your steps to the Indexes and Abstracts tables near the Periodicals Librarian's desk. You now see the sign "New York Times" on top of the table near the gray and black cabinets. We subscribe to the daily issues of this newspaper and have indexes and microfilm of issues beginning with volume 1, 1851. Once a reference is obtained from the index, go to the cabinets near the New York Times Index, find the microfilm for the date you want, and then go to the microfilm readers.

What years are covered in volume 1 of the New York Times Index?

a. 1905-1906

b. 1921

c. 1851-1862

d. 1894-1898

---

18. MICROFILM AND MICROFICHE READERS

By following the newspaper microfilm cabinets to the right, you will locate the microfilm and microfiche readers and printers. Instructions are given with each machine as to its operation. Two special items of interest are the college catalogs on microfiche and books on microfilm. The catalogs are located in the enclosed area while the books are found behind the enclosed area.

What does it cost to make a print on a microfiche or microfilm reader-printer?

a. 10 cents

b. Free

b. 5 cents

d. 25 cents

---

19. MICROFORMS AREA

As you continue around the corner you will find microfiche cabinets on your left and microfilm cabinets on your right. Included in this area are books on microfiche, Library of American Civilization, Library of English Literature, ERIC, SME Reports, and periodicals on microfilm.

Which two periodical titles do you find in the microfilm cabinets?

a. Sports Illustrated and Sporting News

b. Tax Counselor and Taxes

c. Design and Designing for Engineers

d. Family Health and Farm Journal

---

20. PAMPHLET FILES

Walk down the hallway towards the card catalog. Halfway down the hall you will notice a small corridor on the right-hand side with file drawers containing pamphlets on nursing, careers, Kansas, corporation annual reports, various subjects, maps, states, and nations. These items can be checked out at the circulation desk.

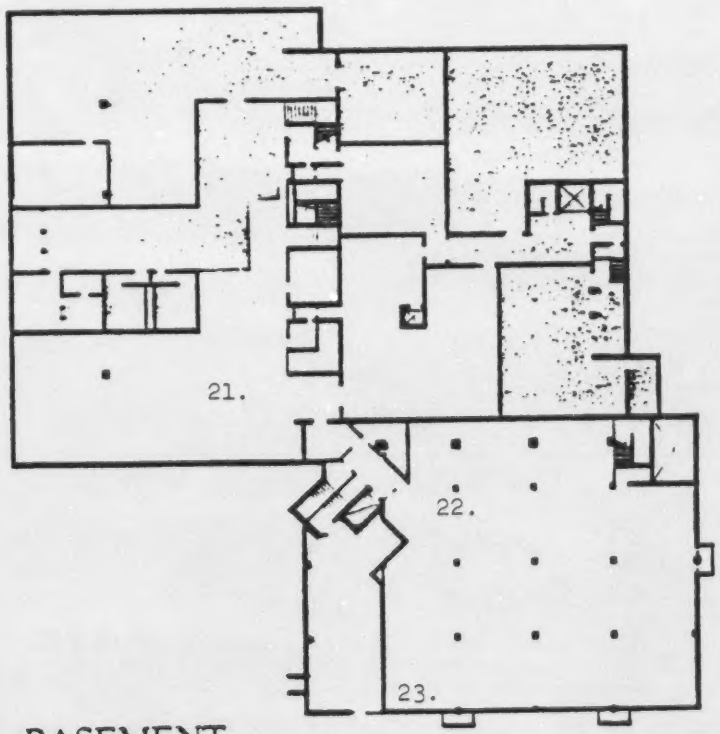
How many file drawers do you find labeled "Nursing Research"?

a. Seven

b. Five

c. Three

d. Nine



BASEMENT

21 BOUND PERIODICALS

Continue through the pamphlet files section so that you are facing the periodicals section. Turn right and walk down the stairs. The bound periodicals are located in two rooms. The room which you walk through first contains titles from A through M; the other room contains titles N through Z. A printed Periodicals Listing can be found on the table next to the photocopier.

Which two periodicals can you find in the bound periodicals section?

a. Nordic World and Nation

b. Comparative Literature and Boy's Life

c. Writers Digest and Electronic Design

d. Georgia Review and Journal of Librarianship

---

22. CIRCULATING BOOKS (000-699)

From the bound periodicals area, go through the door opposite the copy machine into the hallway, past the stairs and elevator, and through the door into the room containing the circulating books. These are books that can be checked out and which have call numbers from 000-699. There are also works of fiction and biographies. These latter books are identified by F and B call numbers.

Which series of call numbers for books can be found in the basement. (This question can be answered without going to the book stacks.)

a.	229 A16d	362 M77n	702 H34f	c.	117 C99h	302 R51u	876 J32m
b.	001 P86p	330 L283	521 B55r	d.	231 P41t	531 D43j	932 462w

---

23. THESES

Copies of Masters theses and problems are shelved alphabetically by the author's last name. This collection can be found in the corner of the room to your right. An index to this entire collection can be found in the reference area, as well as in the card catalog. If a thesis is checked out, a non-circulating copy may be found in Special Collections on third floor.

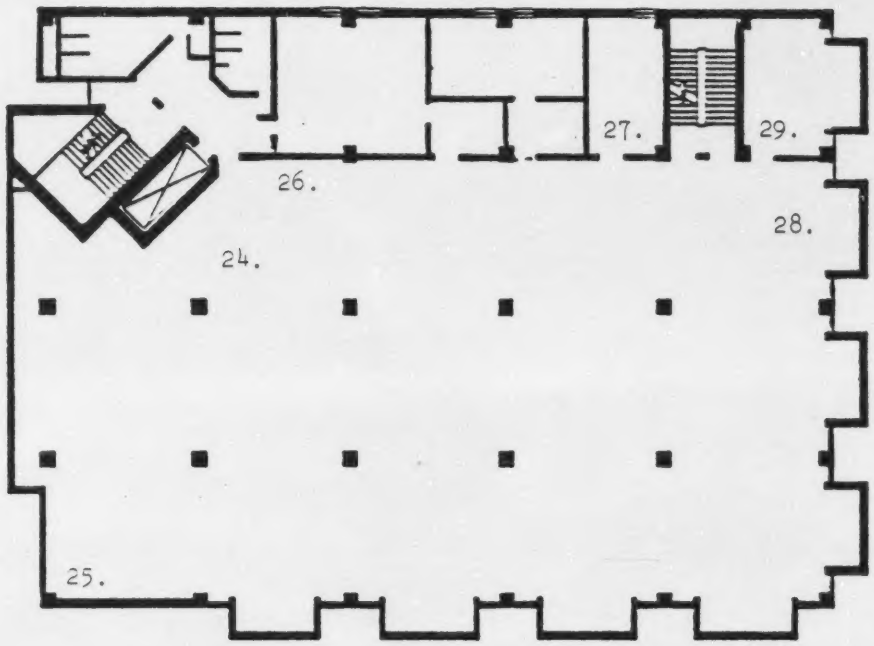
What is on the first line of the call number for problems or theses?

a. U or R

b. F

c. M

d. T or P



SECOND FLOOR

24. CIRCULATING BOOKS (700-999)

Retrace your steps to the elevator (or stairs) and go up to the second floor. Upon arrival, turn to your right and walk into the main room, where there are rows of bookshelves. This room contains the rest of the books that can be checked out and have call numbers from 700-999.

Which series of call numbers for books can be found on the second floor?

a.	742 M82r	849 B41b	916 T13s		c.	542 F15a	773 R13m	954 J52b
b.	611 R72m	858 C78q	913 H11d		d.	372 N32d	730 P45s	880 D69e

---

25. JUVENILE COLLECTION

Walk straight ahead to the window overlooking Joplin Street and turn to your right. As you walk along the perimeter of the room, you will notice juvenile books along the walls. These books are used for children and adolescent

literature classes and by children.

Call numbers for books in the Juvenile collection begin with the word or number _____

a. Children
b. 013
c. CB
d. Juvenile

---

26. MUSIC SCORES

Retrace your steps to where you first walked into the room and you will be in the area where there are circulating musical scores. Because many scores are miniature, they are kept in plastic boxes. A sign at the end of each range identified the music scores as separate from the rest of the collection.

What are the correct Dewey Decimal Classification call numbers used for music scores?

a. 730-739
b. 740-749
c. 780-789
d. 790-799

---

27. COMPUTER TERMINALS

Walk down the aisle until you come to a room labeled "Computer Terminals." Patrons have access to terminals and a printer during the hours the Library is open.

How many computer terminals do you find in this room?

a. one
b. two
c. three
d. four or more

---

28. OVERSIZE COLLECTION

Continue down the aisle until you come to the windows and turn right. On this range you will find the Oversize Collection. These are books which are too large to be placed on regular shelves. These items can all be checked out.

What is the capital letter found above the call number for the books in the Oversized Collection?

a. R
b. X
c. F
d. B

---

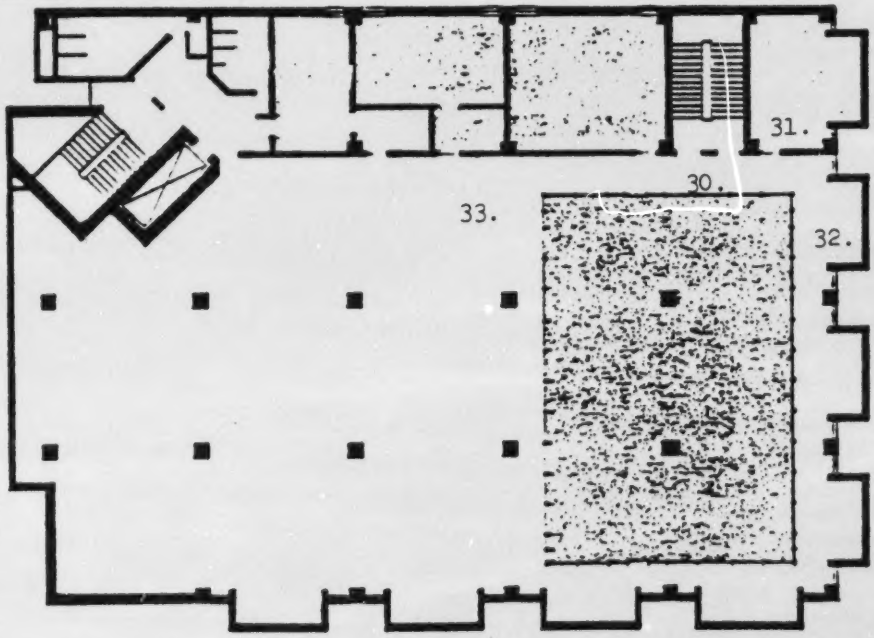
29. SMOKING ROOM

Directly behind you is the only room where smoking is permitted in the Library. Smoking is not permitted any other place in the building.

What is the number of the study room where smoking is permitted?

a. 202 c. 200

b. 203 d. 201



THIRD FLOOR

30. SPECIAL COLLECTIONS

Walk up the stairway next to the smoking room to the third floor. As you open the door, you will see a large glassed-in area, which houses our Special Collections. This area contains material pertaining to P.S.U., to prominent alumni of the university, and to southeast Kansas. After answering questions no. 31 and 32, walk around the outside of the Special Collections area and view those collections which are on display.

One of the displays in the glassed-in area (the corner nearest the government documents section) is that of a local artist Ted Watts. In what particular area does Mr. Watts draw?

a. sports scenes c. historical events

b. western scenes d. scenes from science fiction movies

31. RESEARCH CENTER

To the right of the clock is the Research Center used by faculty members and graduate students. To gain access to this room, one must first obtain a key from the Circulation desk.

How many large wooden tables do you see in the Research Center?

a. One
c. Two
b. None
d. Three

---

32. TYPEWRITERS

While walking around the Special Collections area in a clockwise direction, you will notice several typewriters which can be used by students whenever the Library is open.

As you look out the windows next to the typewriters, what do you see?

a. Student parking lot and/or Brandenburg Stadium
c. Student Union and/or Hughes Hall
b. Russ Hall and Hughes Hall
d. Bookstore and Joplin Street

---

33. GOVERNMENT DOCUMENTS

After walking around the Special Collections area, turn left when you get to the glass display cases and walk toward the exit. To your left is the Government Documents Collection. Axe Library is a Kansas and selective U.S. documents depository. It also contains some Missouri and Oklahoma documents. Some of the documents can be found in microforms as well as in paper format.

Look for the Monthly Catalog of U.S. Government Publications in the Reference area behind the Government Documents Librarian's Desk. What is the color of this valuable reference tool for 1980?

a. Green
c. Red
b. Blue
d. Black

EXIT

You have now toured the entire Library and should take the elevator or stairway to the main floor to work on your next assignment. Thank you for taking this tour, and we hope it will be helpful when you return to complete your workbook.

END OF UNIT 1. GO TO UNIT 2.

UNIT 2—Checkout Policies

* * * \

OVERDUE NOTICES ——→ Return materials by the date due to avoid overdue fines. Overdue notices will be sent by the Library for overdue materials.

BOOK DROPS ——→ The inside book drop for circulating books is located at the north end of the Circulation Desk. The reserve book drop, which is to be used for reserve materials only, is located at the southeast corner of the Circulation Desk. The outside book drop is for the convenience of patrons who do not wish to come into the Library.

FOR FURTHER INFORMATION: Call 231-7000, Ext. 431
Circulation Department

PLEASE COMPLETE EXERCISE 2

20

Name_____
Your instructor's name_____
Time of class_____

EXERCISE 2

Checkout Policies

a. True
b. False

34. Most library materials may be checked out. (circle correct letter in lefthand margin)

a. True
b. False

35. To check out a book, your current ID card must be presented.

a. True
b. False

36. Pamphlets may be checked out for one day only.

a. True
b. False

37. The maximum fine for a regular book is $7.50.

a. True
b. False

38. Books from the stacks may be checked out for one month before they need to be renewed.

End of Unit 2. Go to Unit 3.

UNIT 3—Book Arrangement

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* YOUR MISSION:  To learn how books and periodicals are arranged on the      *
*                shelves in Axe Library.  To understand the Dewey Decimal    *
*                System of classification.                                   *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Dewey Decimal Classification System

The materials in Axe Library are arranged on the shelves according to the Dewey Decimal Classification System. This classification scheme separates all knowledge into ten major classes, as outlined below:

000 Generalities
100 Philosophy, psychology, and related disciplines
200 Religion
300 Social Sciences
400 Language
500 Pure sciences
600 Technology (applied sciences)
700 Fine arts
800 Literature and rhetoric
900 Geography and history

Within each of these broad areas, subdivisions are numbered by tens. For examples, consider the 300's:

300 Social Sciences
310 Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social pathology and services
370 Education
380 Commerce
390 Customs and folklore

With beautiful logic, this system allows further and further subdivisions. For example, 320 is political science, which falls under the 300's, the more general category of the social sciences. Now, within the political science area (320) the subtopics are numbered by ones, such as:

320 Political science
321 Kinds of governments and states
322 Relation of state to organizational groups
323 Relation of state to individual
324 The political process
325 International migration

326 Slavery and emancipation
327 International relations
328 Legislation
329 (not currently used)

Even this topic is subdivided by placing numbers after the decimal point. For example:

324 The political process
324.1 International organizations and activities
324.2 Political parties
324.3 Auxiliary organizations
324.4 Special interests
324.5 Nomination of candidates
324.6 Elections
324.7 Practical politics
324.8 (not currently used)
324.9 Historical and geographical treatment of elections

You need not memorize these numbers, only remember that they follow a logical pattern. A general outline for the Dewey Decimal Classification System can be found above the card catalog.

Call Numbers

Each call number of a book is made up of two parts: the classification number and the author number. For example:

930 ← Classification number
C11a ← Author number (or Cutter number)

The purpose for call numbers is to organize books first by subject area, then by author, and last by title. The first line of the call number denotes the subject area: for example, 930 stands for ancient history. The second line allows us to alphabetize the material.

Special Symbols

Special location symbols are placed above the call numbers for certain types of books. Several examples of these include:

R -- Reference books (Main floor)
X -- Oversize books (Second floor)

If you run across any of these symbols, and are unfamiliar with them, check one of the large orange location charts found in the card catalog area, elevator and on each floor, to find where materials are located.

Shelving Books

The arrangement of books on the shelves follow the outline of the Dewey

Decimal Classification System. Books with the following call numbers will appear on the shelves in this order:

338	338	338.095	338.1	338.1247	338.15
Am3a	H46s	B38m	Am3m	J13s	B21m

Remember to use all lines of the call number when looking for books on the shelves. If two call numbers have the same first lines, such as 338, you then go to the second line where Am comes before H. Also, keep in mind you are working with decimals, so 338.095 comes before 338.1 and that 338.1247 comes before 338.15.

If you are not sure how books are placed on the shelves, you might want to spend some time wandering through our book collection and review some sample shelves.

PLEASE COMPLETE EXERCISE 3

Name_____
Your instructor's name_____
Time of Class_____

EXERCISE 3

Book Arrangement

39. Under what arrangement do we shelve our books? (circle a, b, or c)

    a. Library of Congress

    b. Dewey Decimal

    c. RLN

40. Which of the following is a correct arrangement of Dewey Decimal call numbers? (circle a or b) There is no need to go to the bookshelves to answer this question.

a.	301 R35b	300.1 A21m	301.1 H71k
b.	858.5 J63e	858.8 L42t	885.5 C72f

41. Which of the following is the correct order for call numbers of books as they might appear on the shelf? There is no need to go to the bookshelves to answer this question.

a.	468 B27d	468.6 J63s	468.8 Q40j	488.6 D97v
b.	235 M58t	253.1 M34a	235.1 F16w	253.1 K25m

42. If a book has a capital R above the call number that means it is a:

    a. Returned book

    b. Reserve book

    c. Reference book

43. Books with call numbers in the 900's can deal with which major subject area?

    a. Religion

    b. Geography and history

    c. Social Science

End of Unit 3. Go to Unit 4.

UNIT 4—Library of Congress Subject Headings

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To use the Library of Congress Subject Headings books.  To  *
*                 understand that these books are one of the first places to  *
*                 look for determining correct subject headings to use when   *
*                 needing information on a topic.                            *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

LOCATION

Go to the Library of Congress Subject Headings books located on the tables near the card catalog on the main floor. Notice there are two bound volumes and supplements.

ABOUT THE LC SUBJECT HEADINGS BOOKS

These books list the exact form of the subject headings used in our card catalog and make cross-references from alternative forms. They list subject headings which you will need to know in your search for information. The books are generally one of the first places to begin when you need to write a paper on a particular subject.

SAMPLE PAGE FROM THE LC SUBJECT HEADINGS BOOK:

Main subject heading used → Love

sa	Courtly love Courtship Friendship Marriage Yoga, Bhakti	"sa" means see also, followed by other subject headings used.
Subject heading not used → x	Affection	
Legal headings, but usually more general than main heading. → xx	Conduct of life Emotions Ethics	
Love,	Perfect	Use "Perfection" instead of "Love, Perfect" as legal subject heading.
see	Perfection	

PLEASE COMPLETE EXERCISE 4

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 4

Library of Congress Subject Headings

44. You want some information on the subject drunkenness. Using the LC Subject Headings book, which heading should you use to find information on this subject? (circle correct letter)

a. alcoholism

b. drinking

c. man--drunkenness

45. You want some information on the subject hunting. Using the LC Subject Headings book, which of the following is an additional subject heading you could use which is listed under "sa" (see also) below the subject heading above?

a. gunning

b. seasons

c. bird dogs

46. You want some information on the subject aging. Which of the following headings will not help you (x) to find books on the subject in the card catalog?

a. middle age

b. senescence

c. gerontology

End of Unit 4. Go to Unit 5.

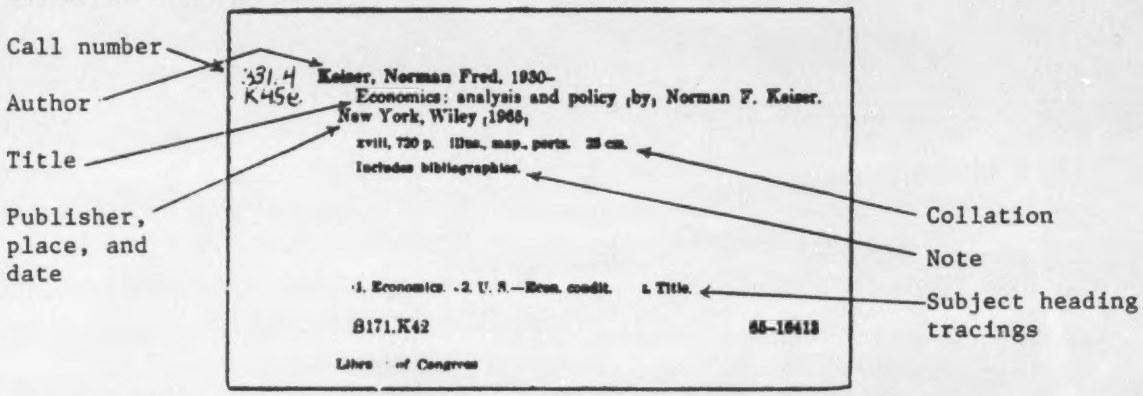
UNIT 5—Card Catalog

* *
* YOUR MISSION: To learn the location and use of the card catalog. *
* *

Effective use of the Library depends, in part, upon the efficient use of the card catalog. The catalog is the primary index to books and non-print media in this collection. At the Axe Library, the card catalog contains author, title, and subject cards in one alphabetical arrangement.

Author Cards

For most items in the Library, you will find an author card. The author may be a person (writer, composer, etc.), association, corporation, government bureau, or even a city appearing on the first line of a card. This is a sample author card for a book:



In addition to the author's name, there is more information on a catalog card. If you look carefully you will notice that individual items of information are grouped together and indented in such a way that it is possible to think of them as separate paragraphs. The author's name is followed by a paragraph beginning with the title and ending with the date of publication; this paragraph (plus the author's name) contains all the information that is needed for citing the item in a footnote or bibliography.

The next paragraph contains what is known as the physical description; it describes some of the physical characteristics of the item. For instance, the number of pages or volumes, types of illustrative material, and height are usually given for books.

In the middle of the card there may be one or more notes giving additional information. The note(s) will often enable you to decide at the card catalog, without going to the shelf, whether this is the book you want (E.g., it might

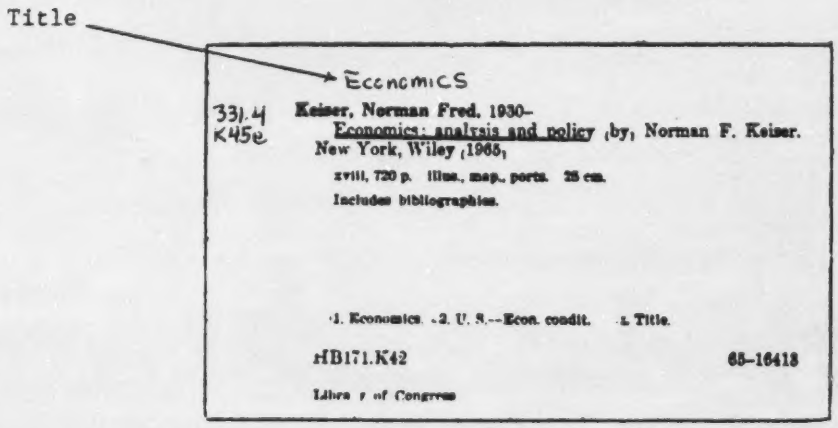
indicate the presence of a bibliography, a special appendix, or an English translation included with a foreign language text; a contents note will tell you what items are included in a collection of plays, essays, etc.)

The words or phrases (preceded by Arabic numerals) at the bottom of the card are subject heading tracings. They indicate the headings in the catalog under which this book is listed and are useful for locating books on the same or similar topics.

Title Cards

A title card will be found in the catalog for most items in the collection. Notice that the title cards are the same as the author cards, except that the title of the book is typed above the author's name and appears as the first line of the card. Some books may not have title cards if the title is identical to one of the subject headings, if it is a biography with the person's name as the title, or if the title is so generic that it is meaningless if it stands alone.

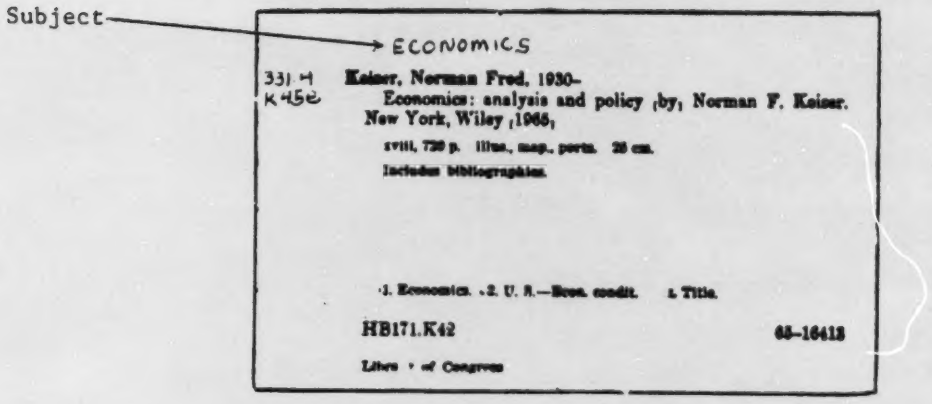
This is a sample title card:



Subject Cards

If you are looking for information on a particular subject, but do not know the author or the title of a particular book, you will want to use the subject approach. Subject headings are listed on the top line of the catalog card in black capital letters or in red type.

In the case of the Keiser book listed on the next page, the subject headings assigned were "Economics" and "U.S.--Economic conditions". (This is indicated by the subject tracings, printed near the bottom of the catalog card: remember these are especially useful for locating additional books on the same topic.) Therefore, one card for this book will appear in the catalog under "Economics" and one under "U.S.--Economic conditions".



Filing Rules

The catalog is arranged alphabetically and is relatively easy to use if you know a few important rules.

1. People come before places and places before titles.

   London, Jack
   London, England
   London in Pictures

2. Cards are filed word-by-word rather than letter-by-letter.

New Jersey		New Jersey
New York	Not	Newton, Issac
Newton, Issac		New York

3. Articles a, an, and the at the beginning of a title are ignored.

4. Mc and M' are filed as Mac.

5. Numbers in a title are spelled out.

6. Cards are listed in chronological order if dealing with history (or a period of time).

   United States -- History -- War of 1812
   United States -- History -- Civil War
   United States -- History -- 1945

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 5

The Card Catalog

47. Given the subject complexes, with the call number 516.6/J498t, which of the following is the author's name? (circle the correct letter)

a. Charles Jessop

b. Franklin Lanier

c. Joseph Machlis

48. Given the subject mine ventilation, with the call number 622.4/W41 what is the title of the book?

a. Mine Gases and Ventilation

b. The Measurement of Air Qualities

c. Ventilation of Mines

49. Edward Carson is the author of a book with the call number 813.52/OhlDca. What is the title of this book? (circle correct letter below)

a. The Old Bachelor

b. Framing, Sheathing and Insulation

c. The Fiction of John O'Hare

50. Sketches from a Library Wjndow is the title of a book with the call number 809/An25s. Who is the author of this book?

a. Gerald Boar

b. Basil Anderton

c. John White

End of Unit 5. Go to Unit 6.

UNIT 6—Encyclopedias

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To learn to use Encyclopaedia Britannica in finding informa-*
*                 tion on a particular subject.  To identify the correct      *
*                 specialized encyclopedia to use for a particular subject    *
*                 need.                                                       *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

A general encyclopedia is often the best place to begin research on a subject, especially an unfamiliar one. Each article provides a good introduction to the topic, and usually includes a brief bibliography as a starting point for further reading.

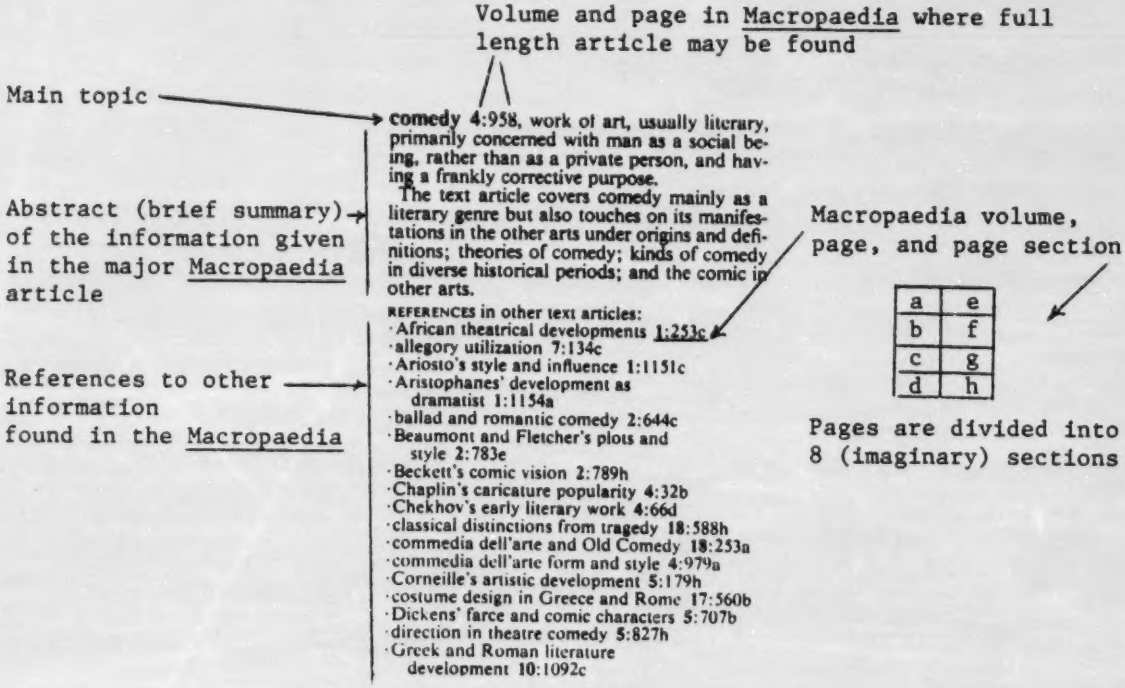
One of the best general encyclopedias is the new Encyclopaedia Britannica, located in the Reference area on the main floor. Its call number is R/032/En19.

The new Encyclopaedia Britannica is sometimes called Britannica 3 because it is divided into three sections:

(1) The Propaedia (1 volume) is a classification of knowledge. It shows in outline form the way in which human knowledge is organized.

(2) The Micropaedia (10 volumes) is a short-entry encyclopedia; it contains a large number of short articles on very specific subjects. The Micropaedia also serves as an index to the larger Macropaedia where more information on a topic can be found. You should always begin your search with the Micropaedia.

(3) The Macropaedia (19 volumes) contains longer, more detailed articles on broader topics.


Volume and page in Macropaedia where full length article may be found
Main topic
comedy 4:958, work of art, usually literary, primarily concerned with man as a social being, rather than as a private person, and having a frankly corrective purpose.
The text article covers comedy mainly as a literary genre but also touches on its manifestations in the other arts under origins and definitions; theories of comedy; kinds of comedy in diverse historical periods; and the comic in other arts.
Abstract (brief summary) of the information given in the major Macropaedia article
REFERENCES in other text articles:
·African theatrical developments 1:253c
·allegory utilization 7:134c
·Ariosto's style and influence 1:1151c
·Aristophanes' development as dramatist 1:1154a
·ballad and romantic comedy 2:644c
·Beaumont and Fletcher's plots and style 2:783e
·Beckett's comic vision 2:789h
·Chaplin's caricature popularity 4:32b
·Chekhov's early literary work 4:66d
·classical distinctions from tragedy 18:588h
·commedia dell'arte and Old Comedy 18:253a
·commedia dell'arte form and style 4:979a
·Corneille's artistic development 5:179h
·costume design in Greece and Rome 17:560b
·Dickens' farce and comic characters 5:707b
·direction in theatre comedy 5:827h
·Greek and Roman literature development 10:1092c
References to other information found in the Macropaedia
Macropaedia volume, page, and page section
a e
b f
c g
d h
Pages are divided into 8 (imaginary) sections

Development of popular theatre. There developed nonetheless something very like the Western concept of comedy as a vehicle for social criticism and recreation. Among its early occasions were the purification rites held annually to "cleanse" the people of any and every evil. One ethnologist has likened some of these purification rites to the Roman Saturnalia, festivals characterized by excess. Another has mentioned a freedom of speech at some purification rites that parallels the medieval "Feast of Fools" in the West, at which the established order was overturned and the "king" waited on his "servant." Even kings, chiefs, and gods were mocked:

O King, you are a fool.
We are taking the victory out of your hands.
O King, you are impotent.
We are taking the victory out of your hands.

The psychology behind this topsy-turvy situation is that, by mockery, the community "soul" would be "cool and quieted."

The instinct for mockery survived. A vigorous community theatre evolved and still survives in many rural parts of Africa. Performances celebrate seasonal festivals; everyone is involved, joining in well-known narrative expositions (which often recount the deeds of past kings and heroes) by forming processions, by chanting, singing, miming, and by responding in chorus.

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields.

Examples include:

The Encyclopedia of Education (R/370.3/En19)
The Encyclopedia of Philosophy (R/103/En19)
Encyclopedia of World Art (R/703/En192)
International Encyclopedia of the Social Sciences (R/303/In8)
McGraw-Hill Encyclopedia of Science and Technology (R/503/M178)

PLEASE COMPLETE EXERCISE 6.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 6

Encyclopedias

You are about to begin a paper on war crimes and you decide to read a general article on the subject in the Encyclopedia Britannica.

51. What is the number of the volume in the Micropaedia that contains a short article on the subject? (Circle correct letter)

    a. X

    b. IX

    c. XI

52. What is the number of the volume in the Macropaedia that contains the major (long) article on the subject?

    a. 18

    b. 19

    c. 21

53. Find that article. What are the first five words of this article? (Circle correct letter)

    a. War crimes have been recognized...

    b. Crimes against nations have never...

    c. The term war crimes has never...

54. On which page will you find a bibliography of additional titles on this subject?

    a. 555

    b. 557

    c. 560

End of Unit 6. Go to Unit 7.

UNIT 7—Dictionaries

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*   YOUR MISSION:  To learn about the various types of dictionaries and      *
*                  how to use them.                                          *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Dictionaries contain lists of words in alphabetical order and include their pronunciations, meanings and occasionally, word origins.

Dictionaries attempting to include all the words of a language are called unabridged dictionaries. Those with a narrower scope are called abridged dictionaries. Listed below are examples of unabridged dictionaries:

The Oxford English Dictionary (R/423/M96)

Webster's Third New International Dictionary (R/423/W39.3)

Random House Dictionary of the English Language (R/423/R159)

WEBSTER'S THIRD NEW INTERNATIONAL DICTIONARY

mei-o-sis \mī'ōəsəs\ *n, pl* **meioses** [NL, fr. Gk *meiōsis* diminution, fr. *meioun* to diminish (fr. *meiōn* less) + *-sis* — more at MINOR] **1 a** : representation of a thing so as to cause it to be taken as less than it really is **b** : LITOTES, UNDERSTATEMENT **2** : the sequence of complex nuclear changes resulting in the production of cells (as gametes) with half the number of chromosomes present in the original cell and typically involving an actual reduction division in which the chromosomes without undergoing prior splitting join in pairs with homologous chromosomes of maternal and paternal origin associated and then separate so that one member of each pair enters each daughter nucleus and a second division not involving reduction — compare MATURATION, MITOSIS

meio-stoma-tous \ˌmīəˌstāmad-əs, -stōm-\ *adj* [*mi-* + *-stomatous*] *of a larval nematode* : having the oral structures reduced or simplified as compared with related forms

meio-stome \'mīəˌstōm\ *n* -s [*mi-* + *-stome*] : a meiostomatous nematode

meio-taxy \-ˌtaksē\ *n* -ES [*mi-* + *-taxy*] : the suppression of a complete whorl of leaves or sporophylls

mei-ot-ic \mī'ād-ik\ *adj* [Gk *meiōtikos* lowering, diminishing, fr. *meiōtos* capable of being lowered (fr. *meioun* to lower, diminish) + *-ikos* -IC — more at MEIOSIS] : of, relating to, or characterized by meiosis — **mei-ot-i-cal-ly** \-ək(ə)lē\ *adv*

meis-sen \'mīs'n\ *also* **meissen china** *or* **meissen ware** *n* -s *usu cap M* [fr. *Meissen*, Saxony, Germany] : ceramic ware made at Meissen near Dresden; *esp* : a European hard-paste porcelain developed under the patronage of the king of Saxony about 1715 and used for both ornamental and table wares

These are examples of abridged dictionaries:

Webster's Seventh New Collegiate Dictionary (R/423/W39N7)

Chamber's Twentieth Century Dictionary (R/423/C355)

The American College Dictionary (R/423/Am351)

There are also dictionaries relating to a particular field which have definitions that are more comprehensive or detailed than those in a general dictionary. Below are some examples:

Dictionary of American Slang (R/427.09/W488)

Black's Law Dictionary (R/340.03/B56) 5th ed.

The New Grove's Dictionary of Music and Musicians (R/780.3/N42)

McGraw-Hill Dictionary of Physics and Mathematics (R/530.03/M178)

Black's Medical Dictionary (R/610.3/B561)

Dictionary of American History (R/973.03/Ad18)

Dictionary of Economics (R/330.03/T217n)

A Modern Dictionary of Sociology (R/301.03/T342m)

Foreign language dictionaries may be very useful to you. Our library has many foreign language dictionaries. Below are three examples:

Spanish and English Dictionary and Dictionario Inglés y Español (R/463.2/W66s2)

Cassell's German-English, English-German Dictionary (R/433.2/B466c)

Heath's Standard French and English Dictionary (R/433/H351)

PLEASE COMPLETE EXERCISE 7.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 7

Dictionaries

55. Use one of the three foreign language dictionaries described in this unit to answer this question: Your friend has asked you to look up the French spelling of farmer. This spelling is_____.

    a. faisceaux

    b. fermier

    c. farcin

56. Another friend wants you to look up some information in one of the specialized dictionaries. Using the McGraw-Hill Dictionary of Physics and Mathematics find the page number of the word hyperfragment.

    a. 468

    b. 432

    c. 484

57. Using any of the general dictionaries, find the meaning of punt. Which of the following is correct?

    a. boat

    b. horse

    c. bridle

End of Unit 7. Go to Unit 8.

UNIT 8—Book Reviews

* * * \

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 8

Book Reviews

Go to the Periodical Indexes and Abstracts section of the Library and find the following indexes:

Book Review Digest

Book Review Index

You are assigned a book to read and would like to check reviews of the book.

Title of book Granny Reardun
Author of book Alan Garner
Year it was published 1979

58. How many reviews of this book did you find listed in Book Review Index?

a. eleven

b. five

c. two

d. seven

59. On what page did you find the reviews of this book in Book Review Digest?

a. 568

b. 453

c. 391

d. 405

60. Which index provides a summary of this book, as well as, excerpts from book reviews?

a. Book Review Digest

b. Book Review Index

End of Unit 8. Go to Unit 9.

UNIT 9—Almanacs and Statistics

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* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To learn the use of almanacs and other statistical sources *
*                 for information on a particular topic.                     *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
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Almanacs are annual volumes containing current and retrospective information, dates, and statistics on politics, sports, business, agriculture, and many other fields. The most recent issues of each almanac can be found on the shelves behind the Reference desks. Listed below are two of the best and most general almanacs:

Information Please Almanac (R/317.3/In3)

The World Almanac and Book of Facts (R/317/W89)

When writing a term paper or giving a speech, statistical information is often useful. Statistics can be used to substantiate a position and lend substance and weight to an argument. While statistical information can be found in many sources, the United States Government publishes some of the best statistical sources available. One of the government's most useful sources for statistical information is Statistical Abstracts of the United States (C/3.134:980). This annual publication by the U.S. Department of Commerce is located behind the Reference Desks on the main floor and in Government Documents. It contains a summary of statistics on the population, government, and economics of the United States.

For statistics concerning Kansas, see Kansas Statistical Abstract (KD/E50.1201:1979) which contains statistics of Kansas education, population, income, elections, climate, farming, manufacturing, etc. This is also located behind the Reference Desks on the main floor and Government Documents.

PLEASE COMPLETE EXERCISE 9.

Name _____

Your instructor's name _____

Time of class _____

EXERCISE 9

Almanacs and Statistical Information

61. According to the 1982 World Almanac, the minimum age for purchasing alcoholic beverages in South Dakota is _____.

    a. 18

    b. 19

    c. 20

    d. 21

62. Using the 1982 Information Please Almanac, the winner of the 1941 World Series was _____.

    a. New York (AL)

    b. Los Angeles (NL)

    c. St. Louis (NL)

    d. Oakland (AL)

63. Find the lowest January temperature in Mobile as noted by the 1980 Statistical Abstract of the United States. It was _____.

    a. Below -21° F.

    b. From 0° to -20° F.

    c. From 0° to +20° F.

    d. Above 21° F.

End of Unit 9. Go to Unit 10.

UNIT 10—Biographical Information

* * * *

Certain types of biographical reference works will limit their coverage to persons in a specific occupation. There is usually a "Who's Who" in most fields of specialization. Listed below are two good examples of biographical sources from a particular profession.

Contemporary Authors (R/928.1/C766)
An excellent biographical source for information on living authors. World-wide in coverage, CA lists personal data, professional accomplishments and bibliographies of the author's works.

American Men and Women of Science (R/925/Am35)
Formerly known as American Men of Science, this work includes short biographies of practicing American scientists. AMWS is divided into two parts; the social and behavior sciences, and the physical and biological sciences.

There are biographical dictionaries of deceased persons in various subject areas. The Who Was Who reference sources are constructed in the same manner as Who's Who.

Another important source of biographical information is the New York Times Obituaries Index, 1858-1978. (R/070/N486). This work can be located on an Indexes and Abstracts table in the Library.

PLEASE COMPLETE EXERCISE 10.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 10

Biographical Information

64. Using Biography Index, find a magazine article about William Cooley published between September 1976 and August 1979.

What is the title of the magazine in which you can find an article about this person?

a. Geographical Journal

b. Geographical Magazine

c. Geographical Review

65. Use Webster's Biographical Dictionary to answer the following question. What is the date of birth of Christopher Mathewson?

a. 1870

b. 1880

c. 1890

66. Check the 1980 issue of Current Biography for Godfrey Hounsfield. What is the person's occupation?

a. Scientist

b. Actor

c. Minister

End of Unit 10. Go to Unit 11.

UNIT 11—Atlases and Gazetteers

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* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To know the difference between atlases and gazetteers and to*
*                 learn how to use this material.                              *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Most maps in the Library are located in Government Documents on the third floor. The Reference department also has maps in the pamphlet file.

An atlas is a collection of maps published in book format. Some atlases cover the entire world, while others are restricted to a particular geographic area. Most atlases contain an index listing all geographic names (cities, rivers, mountains, forests, etc.) represented on its maps. The index usually contains a number and letter coordinated system. The letters usually are placed top and bottom. Using this system, you can quickly locate a point of interest. Listed below are several examples of atlases; most are located in the atlas cases in the Reference area.

The New York Times Atlas of the World (R/912/N42)

The Times Atlas of the World (R/X/912/T4822/1980)

National Geographic Atlas of the World (R/912/N213n3)

Rand McNally Commercial Atlas and Marketing Guide (Atlas cases)

The National Atlas of the United States (Government documents map area)

Gazetteers are dictionaries of geographical place names. Brief information such as location. population, and the origin of the name is included. Two of the better gazetteers are:

Webster's New Geographical Dictionary (R/910.3/W399g)

The Columbia Lippincott Gazetteer of the World (R/910.3/C723)

PLEASE COMPLETE EXERCISE 11.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 11

Atlases and Gazetteers

67. Using Webster's Geographical Dictionary, find the entry for Izhevsk. What type of geographic place is it?

    a. Mountain

    b. Island

    c. Valley

    d. City

68. Using the New York Times Atlas of the World, go to the index and look up Kinshasa. Is it on or near what continent?

    a. Asia

    b. Africa

    c. North America

    d. South America

End of Unit 11. Go to Unit 12.

UNIT 12—Periodicals Indexes

* * * \

NOW PLEASE COMPLETE ONLY PART II OF EXERCISE 12.

To find the periodical, check the format in the Linedex File (bound, microfilm, or unbound). The bound issues are located in the basement in alphabetical order by title. The microfilm is located in the same hallway as the card catalog. Current issues can be found on the display shelves next to the Linedex File.

Having ascertained the format, go to the area and see if the title is on the shelf or in the cabinets. Here's how you would have found the 1972 issue of Psychology Today:

1. Check the Linedex File which says that between 1967 and 1976 Psychology Today is bound.

2. Go to the basement where the bound periodicals are shelved and locate the bound issues of Psychology Today.

COMPLETE PART III OF EXERCISE 12.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  REMEMBER:  Unbound - current issues                      *
*             Bound - older issues                         *
*             Microfilm - older issues                     *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

WHEN YOU HAVE COMPLETED PARTS I, II, and III, OF EXERCISE 12, PLEASE GO TO UNIT 13.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 12

Periodicals

Using Readers' Guide covering 1974-75
find an article about economic development entitled
"End of an Energy Orgy".

69. What is the title of the periodical in which this article appears? (circle correct letter)

a. Natural History

b. Nature

c. Naturalist

Using Social Science Index covering 1975-76
find an article about Communist party (China) entitled
"Lenin: All Things to All Men".

70. Who is the author?

a. L. Goodstadt

b. R. Goodwin

c. P. Godley

71. Jl is an abbreviation used in Humanities Index. Using the "Abbreviation List Section" towards the front of this index, please circle the correct full spelling of the abbreviation.

a. July

b. January

c. Julip

End of Part I. Return to Instruction Sheet

****

PART II

Using the Linedex File please answer the following questions:

72. Look up the periodical title Agricultural Education Magazine.
What is the format? (Circle the correct letter)

a. Microfilm and latest issues unbound

b. Bound, microfilm, and latest issues unbound

c. Bound only

73. Are older issues bound?

a. yes

b. no

74. Where would you find the current or unbound issues?

a. On third floor near the Special Collections area

b. In the basement

c. On the display shelves near the Linedex File

End of Part II. Return to Instruction Sheets

****

PART III

75. Using the periodical title Modern Language Review,
on which floor are the bound volumes located?

a. Second floor

b. Basement

c. Third floor

76. What is the color of the most current bound volume for the previous question?

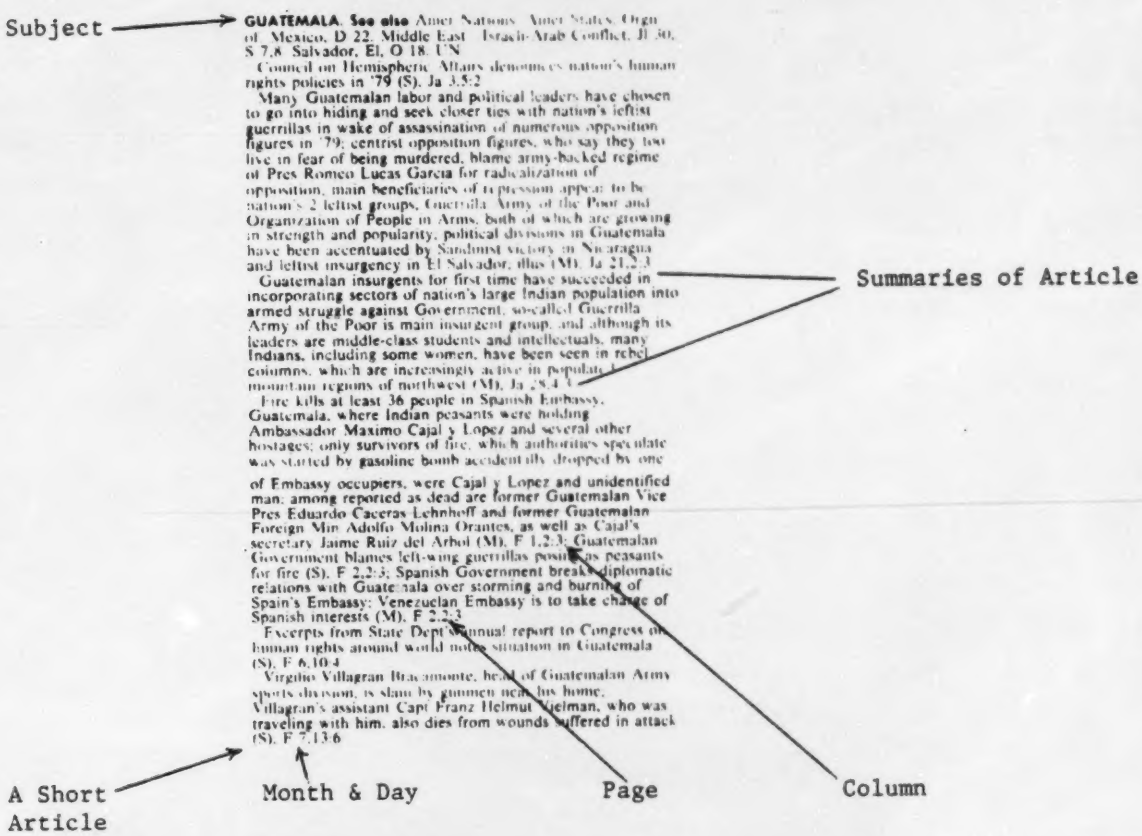
a. Red
b. Blue
c. Orange

End of Unit 12. Go to Unit 13.

UNIT 13—New York Time Index

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*    YOUR MISSION:  To locate and learn how to use the New York Times Index   *
*                   to find newspaper articles.  To learn where the micro-    *
*                   film readers are located and how they operate.            *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

The New York Times has the largest circulation of any newspaper in the United States. It is an excellent source of information on current and past events. Printed since 1851, this newspaper publishes an index arranged by subject containing brief summaries of news stories. Below is a sample entry from the 1978 New York Times Index volume.


Subject
GUATEMALA. See also Amer Nations; Amer States; Organ of Mexico, D 22; Middle East—Israeli-Arab Conflict, JI 30; S 7,8; Salvador, El, O 18; UN
Council on Hemispheric Affairs denounces nation's human rights policies in '79 (S), Ja 3,5:2
Many Guatemalan labor and political leaders have chosen to go into hiding and seek closer ties with nation's leftist guerrillas in wake of assassination of numerous opposition figures in '79; centrist opposition figures, who say they too live in fear of being murdered, blame army-backed regime of Pres Romeo Lucas Garcia for radicalization of opposition; main beneficiaries of repression appear to be nation's 2 leftist groups, Guerrilla Army of the Poor and Organization of People in Arms, both of which are growing in strength and popularity; political divisions in Guatemala have been accentuated by Sandinist victory in Nicaragua and leftist insurgency in El Salvador; illus (M), Ja 21,2:3
Guatemalan insurgents for first time have succeeded in incorporating sectors of nation's large Indian population into armed struggle against Government; so-called Guerrilla Army of the Poor is main insurgent group, and although its leaders are middle-class students and intellectuals, many Indians, including some women, have been seen in rebel columns, which are increasingly active in populated mountain regions of northwest (M), Ja 28,4:3
Fire kills at least 36 people in Spanish Embassy, Guatemala, where Indian peasants were holding Ambassador Maximo Cajal y Lopez and several other hostages; only survivors of fire, which authorities speculate was started by gasoline bomb accidentally dropped by one of Embassy occupiers, were Cajal y Lopez and unidentified man; among reported as dead are former Guatemalan Vice Pres Eduardo Caceras Lehnhoff and former Guatemalan Foreign Min Adolfo Molina Orantes, as well as Cajal's secretary Jaime Ruiz del Arbol (M), F 1,2:3; Guatemalan Government blames left-wing guerrillas posing as peasants for fire (S), F 2,2:3; Spanish Government breaks diplomatic relations with Guatemala over storming and burning of Spain's Embassy; Venezuelan Embassy is to take charge of Spanish interests (M), F 2,2:3
Excerpts from State Dept annual report to Congress on human rights around world notes situation in Guatemala (S), F 6,10:4
Virgilio Villagran Bracamonte, head of Guatemalan Army sports division, is slain by gunmen near his home; Villagran's assistant Capt Franz Helmut Weiman, who was traveling with him, also dies from wounds suffered in attack (S), F 7,13:6
Summaries of Article
A Short Article
Month & Day
Page
Column

A more complete description of how to use the Index appears at the beginning of each volume of the Index and includes a key to abbreviations.

To use the index:

1. Look under your subject in an index volume.

2. Write down the important locational information, such as the year, month, day, page, and column of the article.

3. Go to the film cabinets near the index table and retrieve the microfilm reel that contains the issues you want to read.

4. Take your reel of microfilm to the microfilm readers in the hallway to the right of the cabinets. Place the reel on a microfilm reader, following the directions on or beside the machine.

5. Read the article. (You may make paper copies from the film by using the printer in this area - 10¢/copy.)

6. Rewind and remove the microfilm reel from the reader and place the reel on top of the cabinets. The Library staff will return the reel to the proper film cabinet for you.

PLEASE COMPLETE EXERCISE 13.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 13

New York Times Index

Look in the 1978 volume of the New York Times Index under the heading Kansas. Use the first cited or listed article: "illus of Nancy Kassebaum, Repub candidate for Sen, in home..."

77. In which issue of the New York Times did this article appear?

a. February 16

b. March 24

c. March 11

78. On what page?

a. 12

b. 44

c. 78

79. In which column?

a. 8

b. 6

c. 3

80. Find the article and identify the first five words of that article.

a. Wholehearted support: Alf Landon, the...

b. Kansas is a great wheat...

c. In the heart of the...

End of Unit 13. Go to Unit 14.

UNIT 14—Pamphlet File

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*   YOUR MISSION:  To learn what pamphlet files are available in the library  *
*                  and the contents of each one.                              *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

The Axe Library has a series of pamphlet files on a variety of topics. Located in the short corridor between the card catalog and the indexes and abstracts tables, these files contain a great wealth of information. The following files, with the exception of the Editorial Cartoon File may be found in this short hallway:

1) Corporation Annual Reports
2) Career File
3) Kansas File
4) Nursing Research File
5) U.S., Description and Travel File
6) Subject Pamphlet File
7) United States Map File
8) World Map File
9) Foreign Nations, Description and Travel File
10) Editorial Cartoon File (located behind the Reference desks)

Some of the files contain general information while others include detailed data not found anywhere else in the Library. The Corporation Annual Reports File gives the yearly summary of many companies and corporations which can be very useful when doing research on particular businesses. The Career File gives information on a number of different occupations. The Kansas File contains Chamber of Commerce Reports and maps of many cities in Kansas. Particularly helpful for medical research is the Nursing File. Travel in the United States and foreign nations is described in the files relating to those subjects. The Subject Pamphlet File covers a wide range of subjects. The two map files contain a collection of maps of the United States and foreign countries. Editorial cartoons make up our most recently compiled file. While covering a broad range of topics, this file can add some fun to your research.

These files are here to help you carry out research for term papers, essays, speeches, debates, and other classroom projects. Should you ever require help in using these files, ask for assistance at the Reference Desk.

PLEASE COMPLETE EXERCISE 14.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 14

Pamphlet File

81. Using the Corporation Annual Reports file, which company does NOT have a file among our annual reports?

    a. Abbott Laboràtories

    b. Ace Box Co.

    c. Acacia Mutual Life Insurance

82. In the Nursing Research file, which one of the following subjects is NOT included in the file?

    a. Allergy

    b. Altitude sickness

    c. Anxiety

83. Using the Subject Pamphlet file, which topic is NOT included among the subjects listed?

    a. Acting

    b. Adoption

    c. Accounting

End of Unit 14. Go to Unit 15.

UNIT 15—Government Documents

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To learn how to use the Monthly Catalog of U.S. Government  *
*                 Publications, and how to locate these documents in the col- *
*                 lection.                                                    *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Any publication which is issued by a government agency can be considered a government document. Government documents are published in a wide variety of formats, from informational pamphlets to multivolume detailed studies and reports. Axe Library is designated as a partial depository library for United States government documents, and, therefore, receives many federal publications. In addition to the U.S. government documents, Axe Library also receives documents from Kansas, Oklahoma, Missouri, and other states and countries.

U.S. GOVERNMENT DOCUMENTS

The United States Government is the largest publisher in the world. The massive amount of information contained in U.S. government documents adds an extremely valuable dimension to the library's information resources. When you need information you should consider consulting government publications because you will probably be able to find useful information on the subject from at least one document.

Most government documents are not listed in the library's card catalog. They are located on the third floor, where they are arranged under the Superintendent of Documents Classification Scheme ("SuDoc" number). In order to discover what government documents have been published on a given subject and to find out what the SuDoc number is for those particular publications, you need to consult the Monthly Catalog of United States Government Publications (commonly referred to as the Monthly Catalog).

The Monthly Catalog is located in the Government Documents Reference Collections. Since 1976, access has been available by: (1) author, (2) title, (3) subject, (4) series/report and (5) stock number. In 1980 a KWIC (key-word-in-context) index was added. The most useful and important indexes are probably the subject index and the KWIC index.

Each index item will consist of a document's title followed by a number, known as the "entry number". Each document is listed in the text portion of the Monthly Catalog by entry number, which run consecutively throughout each annual volume. Under each entry number you will find the SuDoc number, which you need in order to find the document, and a brief description of the document.

See page 72 for examples taken from the Monthly Catalog.

Look at the following SuDoc number taken of a sample from the Monthly Catalog:

A 13.27/2:T75/2

Government documents usually are published by the government agency which issues them. You may have noticed that the document A 13.27/2:T75/2 was published by the Department of Agriculture. The "A" of the SuDoc number means that it was a Department of Agriculture publication. The other letters and numbers in the SuDoc number also stand for various offices; for instance, the "13" is for the Forest Service.

1. Determine the subject for which you need information.

2. Find the proper heading in the subject index of the Monthly Catalog for a reference to an entry.

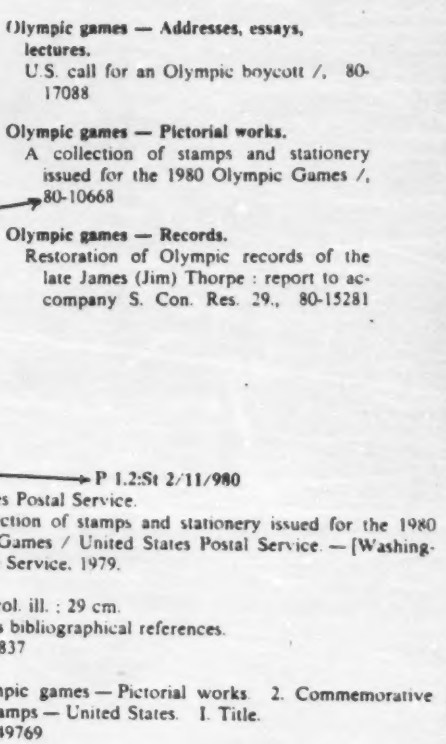
3. Find the entry number for the document.

4. Locate the entry number along the left margin of the column in the "Entries" portion of the Monthly Catalog for a brief description of the document.

5. Write down the SuDoc number which is located to the right of the entry number and above the document's description.

6. Note: The government agency which issued the document appears in dark print above the entries.

7. Go to the shelves and find the document under its SuDoc number.



Olympic games — Addresses, essays, lectures.
U.S. call for an Olympic boycott /. 80-17088

Olympic games — Pictorial works.
A collection of stamps and stationery issued for the 1980 Olympic Games /. 80-10668

Olympic games — Records.
Restoration of Olympic records of the late James (Jim) Thorpe : report to accompany S. Con. Res. 29., 80-15281

80-10668

P 1.2:St 2/11/980

United States Postal Service.
A collection of stamps and stationery issued for the 1980 Olympic Games / United States Postal Service. — [Washington] : The Service, 1979.
20260
36 p. : col. ill. ; 29 cm.
Includes bibliographical references.
●Item 837
pbk.
1. Olympic games — Pictorial works. 2. Commemorative postage stamps — United States. I. Title.
OCLC 6049769

To some people the SuDoc scheme appears to be unreasonably complicated but it actually uses a basic combination of alphabetically and numerical segments to classify government documents by their issuing agency. Due to the massive number of publications being issued by the federal government, however, the SuDoc scheme is continuously becoming more complex as the combinations of the different segments expand. Since at times the SuDoc scheme can be confusing, you should always feel free to ask for help when you are searching for government documents.

A quick way to find current documents on a certain subject is to use the Subject Bibliographies found in the orange boxes on the Government Documents reference shelves. These Subject Bibliographies are numbered and a specific topic can be found by using the index. Take a look at these on your tour and ask the Government Documents staff should you need help.

STATE DOCUMENTS

State documents are headed by "K" or "KD" (Kansas), "MO" (Missouri), or "OK" Oklahoma. These documents are shelves in the far right of the Documents section as you enter the door. Almost all state documents are listed in the card catalog. There are no indexes for state documents such as the Monthly Catalog for federal documents. Each state has its own classification scheme, however, they are all similar in format to the SuDoc system explained above.

PLEASE COMPLETE EXERCISE 15.

UNIT 16—Special Collections

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To understand what materials can be found in the Special    *
*                 Collections area.                                           *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

The Special Collections area of the Library can be very useful to you during your course of studies at Pittsburg State University. Located on the third floor of Axe Library, it is comprised primarily of materials relating to the fourteen counties known as Southeast Kansas. The collections were developed as a result of the neglect of printed and oral sources for this area during the first half of this century.

The following items are included in Special Collections: 1) books, pamphlets, broadsides, fliers, newspapers, magazines, and any other material written, printed, or published in the geographical region; 2) works about the area, its history, culture, and inhabitants, regardless of where written or published; 3) manuscripts, correspondence, clippings and business files of individuals (including faculty, staff, and alumni of Pittsburg State University), private organizations and public agencies, especially those of significant Southeast Kansans; 4) photographs of the area and its inhabitants; 5) tape, disc, and wire-recordings relating to the region; and 6) pertinent maps.

Several items of interest include files of the Appeal to Reason, the Haldeman-Julius Big and Little Blue Book series, the Dr. Eva Jessye collection, and memorabilia from former congressman Joe Skubitz. There is also material from such noted local personalities as politicians D. J. Saia and Percy Daniels and authors Harold Bell Wright, William Inge, Vance Randolph, Bertie Cole Bays, and Anne Tedlock Brooks.

All printed materials are listed by author, title and subject in the general card catalog. A card catalog of Special Collection manuscripts, correspondence, photographs, and clippings may be consulted in Room 301B from 8:00-4:30 weekdays.

You are encouraged to utilize this valuable source of local information. Should you have any questions, ask for assistance from the Special Collections Librarian.

END OF UNIT 16. GO TO UNIT 17.

Name_____

Your instructor's name_____

Time of class_____

EXERCISE 15

Government Documents

The 1977 Monthly Catalog lists a government publication on Sagebrush.

84. What is the entry number for this publication?

a. 77-4519

b. 77-8305

c. 77-6814

85. What is the Superintendent of Documents number for this publication?

a. A 13.78:RM-140

b. A 1.34:635

c. J 24.17:6/1

86. Which U.S. Government agency issued this publication?

a. Action

b. Forest Service

c. Science and Education Admin.

87. Use the index to the Subject Bibliography to determine what subject one would look under for Arms control.

a. Arms control

b. Disarmament and arm control

c. Disarmament

88. What is the number given for the above bibliography?

a. 45

b. 18

c. 127

Find the government document which has the SuDoc number listed below.

If the publication you are looking for is not in its proper place, complete the second question.

89. What is the title of the publication with the Superintendent of Documents number AA 1.9/2:974/4 ?

a. Domestic programs fact book

b. Twenty years of Peace Corps

c. Rural development prospectives

DO THIS PART ONLY IF YOU COULD NOT FIND THE DOCUMENT FOR THE QUESTION ABOVE

What is the title of the publication with the Superintendent of Documents number EP 4.9:40 ?

a. Air pollution engineering manual

b. Municipal incineration

c. Ocean disposal

End of Unit 15. Go to Unit 16.

UNIT 16—Special Collections

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To understand what materials can be found in the Special    *
*                 Collections area.                                           *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

The Special Collections area of the Library can be very useful to you during your course of studies at Pittsburg State University. Located on the third floor of Axe Library, it is comprised primarily of materials relating to the fourteen counties known as Southeast Kansas. The collections were developed as a result of the neglect of printed and oral sources for this area during the first half of this century.

The following items are included in Special Collections: 1) books, pamphlets, broadsides, fliers, newspapers, magazines, and any other material written, printed, or published in the geographical region; 2) works about the area, its history, culture, and inhabitants, regardless of where written or published; 3) manuscripts, correspondence, clippings and business files of individuals (including faculty, staff, and alumni of Pittsburg State University), private organizations and public agencies, especially those of significant Southeast Kansans; 4) photographs of the area and its inhabitants; 5) tape, disc, and wire-recordings relating to the region; and 6) pertinent maps.

Several items of interest include files of the Appeal to Reason, the Haldeman-Julius Big and Little Blue Book series, the Dr. Eva Jessye collection, and memorabilia from former congressman Joe Skubitz. There is also material from such noted local personalities as politicians D. J. Saia and Percy Daniels and authors Harold Bell Wright, William Inge, Vance Randolph, Bertie Cole Bays, and Anne Tedlock Brooks.

All printed materials are listed by author, title and subject in the general card catalog. A card catalog of Special Collection manuscripts, correspondence, photographs, and clippings may be consulted in Room 301B from 8:00-4:30 weekdays.

You are encouraged to utilize this valuable source of local information. Should you have any questions, ask for assistance from the Special Collections Librarian.

END OF UNIT 16. GO TO UNIT 17.

UNIT 17—Special Services

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To understand how computer searches and interlibrary loans   *
*                 can be useful in researching information.                    *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

The Axe Library offers beneficial assistance to its patrons through the Special Services area. Computer searches and interlibrary loan requests are the two major elements provided by this department.

Computer Searches

While not needed for most short papers, a thorough search of the literature of a particular field may be very useful for a longer research paper. In such cases, a computer search may be beneficial. For example, over 200,000 abstracts in the psychology literature can be searched for a subject in a couple of minutes. The result is a search that is both fast and comprehensive.

While computer searches usually cost between $10 to $15, the patron is only obligated to pay approximately 50 percent of the cost. The Library pays the remaining cost of the search.

Interlibrary Loans

When doing research, you will sometimes need a book or a periodical article not available in the Axe Library. Through interlibrary loans, we are able to provide you with these needed materials. There is usually no charge for interlibrary loan materials, as most items are supplied free of charge. Interlibrary loan requests are usually filled within one to three weeks. By planning ahead, problems arising from this short time delay can be overcome.

If you ever have a need for interlibrary loan materials or computer searches, please contact the librarians in the Special Services area.

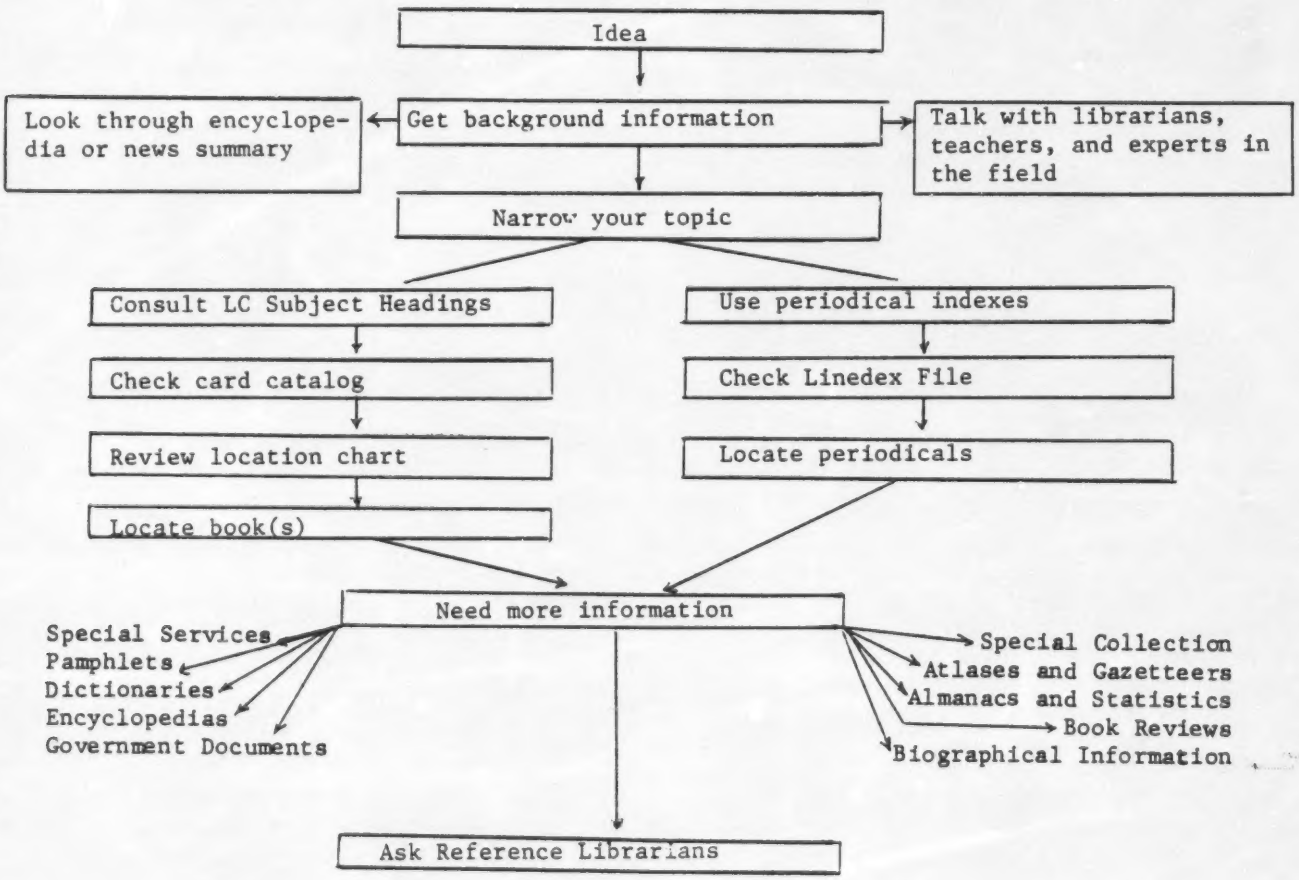
END OF UNIT 17. GO TO UNIT 18.

UNIT 18—Search Strategy

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*  YOUR MISSION:  To learn the plan, steps or strategy necessary to locate   *
*                 information in our Library by memorizing the "search       *
*                 strategy" process.                                         *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

You have completed 17 units and have learned how to use some of the Library resources. You should know how the Library is arranged and how to find books and periodicals. It is time now to put this knowledge together and apply it to your research papers.

The key to using any library is knowing what books and periodicals to use and when. You should follow certain steps and have a plan when you come to the library to look for information. That plan is known as the "search strategy." The following chart illustrates the step-by-step method to use in locating the information you need in the shortest amount of time. Please study these steps.



PLEASE COMPLETE EXERCISE 18.

Name_____

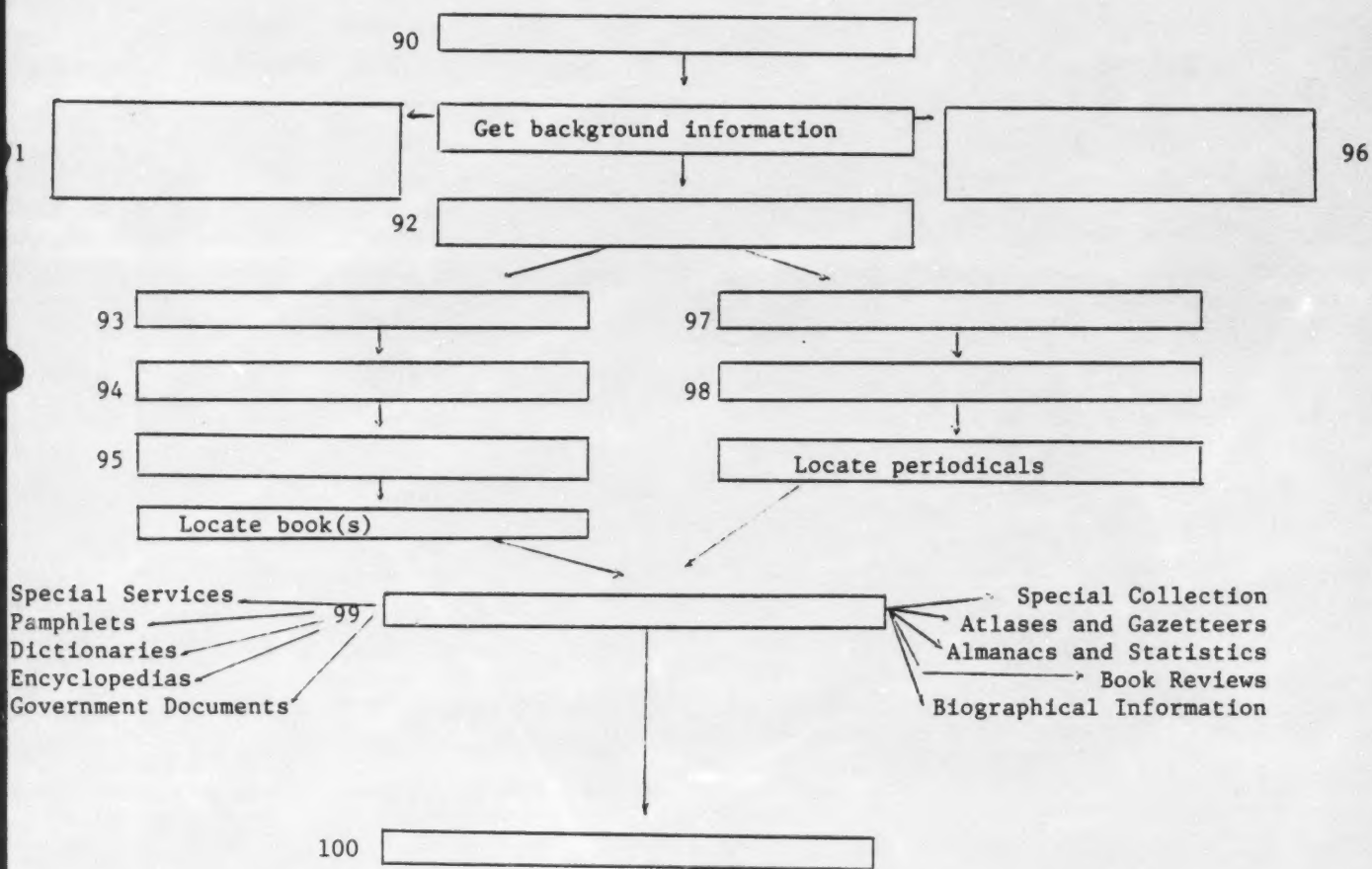
Your instructor's name_____

Time of class_____

EXERCISE 18

Search Strategy

Your assignment for Unit 18 is to learn the search strategy sufficiently to be able to come to the Library and know automatically how to find information on a topic for a paper. This exercise will reinforce the importance of knowing the process of finding information in our Library, and should provide you with the necessary skills for assignments in most of your subjects. Please rewrite the chart from page 79 in the blocks below.



END OF UNIT 18. GO TO FINAL YELLOW ANSWER SHEET.

Name_____

Your instructor's name_____

Time of class_____

FINAL ANSWER SHEET

Instructions: Remove this yellow sheet from your workbook. Notice that the 89 sets of letters below equal the number of questions you have answered on the blue exercise sheets.

At this time tear out all blue exercise sheets and transfer your 89 answers from the blue sheets to this sheet by shading the correct letter (a,b,c, or d). You may use a pen or a pencil.

Example: a b c d

1. a b c d	22. a b c d	44. a b c d	66. a b c d	88. a b c d
2. a b c d	23. a b c d	45. a b c d	67. a b c d	89. a b c d
3. a b c d	24. a b c d	46. a b c d	68. a b c d	
4. a b c d	25. a b c d	47. a b c d	69. a b c d	For questions 90-100 simply hand in completed exercise 18.
5. a b c d	26. a b c d	48. a b c d	70. a b c d	
6. a b c d	27. a b c d	49. a b c d	71. a b c d	
7. a b c d	28. a b c d	50. a b c d	72. a b c d	
8. a b c d	29. a b c d	51. a b c d	73. a b c d	
9. a b c d	30. a b c d	52. a b c d	74. a b c d	
10. a b c d	31. a b c d	53. a b c d	75. a b c d	
11. a b c d	32. a b c d	54. a b c d	76. a b c d	
12. a b c d	33. a b c d	55. a b c d	77. a b c d	
13. a b c d	34. a b c d	56. a b c d	78. a b c d	
14. a b c d	35. a b c d	57. a b c d	79. a b c d	
15. a b c d	36. a b c d	58. a b c d	80. a b c d	
16. a b c d	37. a b c d	59. a b c d	81. a b c d	
17. a b c d	38. a b c d	60. a b c d	82. a b c d	
18. a b c d	39. a b c d	61. a b c d	83. a b c d	
19. a b c d	40. a b c d	62. a b c d	84. a b c d	
20. a b c d	41. a b c d	63. a b c d	85. a b c d	
21. a b c d	42. a b c d	64. a b c d	86. a b c d	
	43. a b c d	65. a b c d	87. a b c d	

Have you shaded in all the answers on page 83 from your blue sheets? If so, put your yellow sheet in top of the blue exercise sheets, paperclip them together, and hand in the packet to your Freshman Composition instructor. The exercises will then be graded and the results returned to you through your instructor. You may keep the workbook and use it when you use the Library for future assignments. We hope this workbook will be useful to you throughout your career at Pittsburg State University.